

FACILITIES MAINTENANCE FOREMAN

POSITION SUMMARY: This is a professional position within the facilities maintenance division of the public works department. Responsible for planning, organizing, and scheduling interior and exterior facility maintenance operations. Perform various administrative and support functions including asset management and budgeting. Plan, coordinate, and monitor operations related to daily work activities, special projects, and contracted services. Use reasoned judgments and specialized knowledge and skills to facilitate efficient and effective operations. Provide staff oversight, mentoring and evaluation and encourages teamwork. Exercises independent judgment, discretion, and demonstrates strong ethical, professional, and service-oriented leadership. Employees in this position are required to respond to after hour emergency events.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of public works and direct supervision of the assistant director of public works—maintenance or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel within scope of authority in the department, division, or area assigned.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with department head, assistant director of public works—maintenance, City departments, staff, and others to establish priorities, develop plans, and set goals of the facilities division.
2. Supervise daily seasonal maintenance of landscaping, walkways, parking areas, exterior facility features, internal facility features, fixtures, electrical and electronic systems, HVAC, plumbing, security, mechanical, and other operating systems.
3. Coordinate and schedule daily activities and assign personnel; set priorities and direct the work of employees; provide timely coaching and performance evaluations through the review and audit of completed work; assist in selecting department personnel. Ensure proper labor relations and conditions of employment are maintained.
4. Identify employee development and training needs and ensure that training is obtained in a timely manner. Ensure assigned staff has required certifications and licenses.
5. Promote teamwork and facilitate a positive work environment that encourages creative thinking and sharing of information and ideas.
6. Prepare various materials, reports, displays, resolutions, and ordinances and presents information to various groups, including City Council and various boards, commissions, or committees.
7. Investigate and resolve complaints and inquiries made by citizens, businesses, or other personnel within scope of authority. Evaluate and develop solutions to issues in a prompt and courteous manner.
8. Assist with preparing, managing, and evaluating annual budgets; practice sound fiscal control in assigned areas of responsibility by performing cost control activities and monitoring revenue and expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
9. Develop bid specifications and contracts and make recommendations for award of contracts as necessary according to City purchasing policies. Responsible for contract oversight and scheduling; monitor vendor performance to ensure compliance with city contracts as assigned. Complete and present cost/benefit analysis as appropriate.

10. Maintain inventory; order, and purchase supplies and equipment according to established procedures and within budgetary guidelines. Review and maintain work orders. Develop preventative maintenance schedules and ensure routine and preventive building, grounds, tool and equipment maintenance is completed in a timely manner. Schedule, supervise, and provide technical assistance in the maintenance operations.
11. Research, recommend, implement and train staff on new software programs and upgrades to existing programs and technologies.
12. Work cooperatively with City departments on the development of plans associated with facilities and grounds maintenance, construction, and renovation projects.
13. Inspect facilities and grounds maintenance work to ensure conformance with plans, specifications, and maintenance standards and to ensure proper procedures and equipment are being used. Ensure compliance with City specifications and codes in accordance with established practices and standards.
14. Assess operations, staffing levels, facilities, grounds, and equipment and make recommendations for improvement. Prepare information for records and reports including damage assessment, accident and incident reports, liability claims, and documentation of activities. Compile and analyze data as appropriate.
15. Prepare and update asset management programs. Work cooperatively with the assigned supervisor and City departments in the development and implementation of capital improvement programs and plans.
16. Develop, plan, and promote adherence to appropriate local, state and federal safety rules, regulations, and practices.
17. Provide other building services such as pickup and delivery of daily mail, election equipment, and document for records retention. Maintain security systems including key card access oversight.
18. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate's degree from an accredited institution and a minimum of five years of work experience in facilities and grounds maintenance, or related field such as electrical, plumbing, mechanical, or HVAC. Supervisory experience and licensure or certification in a skilled trade is preferred. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Possess and maintain certifications and licenses as required.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Reasonable knowledge of state and federal safety and health regulations including MIOSHA.
- E. Knowledge of modern principles, methods, materials, techniques and equipment used in the design, construction, maintenance, and inspection methods of facilities and grounds maintenance; installation, maintenance and repair of related facilities and equipment. Ability to read and interpret blueprints. Ability to understand and apply relevant building code.
- F. Demonstrate knowledge of the methods, materials and equipment used caring for grounds and landscape,

including lawns, trees and shrubbery and protecting against insects and disease.

- G. Proven ability to identify and detect public safety hazards in facilities and natural environments, exercise judgement to secure areas and remediate concerns in immediate or acceptable manner.
- H. Assist in applicable disaster response duties.
- I. Knowledge of operational characteristics, services, and activities of internal and external facility systems and maintenance programs including the ability to troubleshoot and diagnose maintenance problems.
- J. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing and coordinating work activities.
- K. Ability to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- L. Demonstrate ability to establish effective and cooperative working relationships and uses tact, good judgment, resourcefulness, and confidentiality when working with city personnel, volunteers, other organizations, contractors, vendors and the public.
- M. Able to communicate effectively, prepare detailed and accurate records and reports. Able to present ideas orally and in writing for varied audiences.
- N. Possess excellent organizational skills and ability to problem solve. Able to effectively delegate, organize, and coordinate associated resources including scheduling work activities and project management.
- O. Able to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Able to communicate and present information effectively, both in verbal and written manner to varied audiences.
- P. Knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- Q. Able to make sound fiscal and cost-efficient decisions and monitor expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- R. Proficiency in the use of information technology including software applications related to areas of responsibility, and able to quickly learn other technology as necessary. Reasonable knowledge of maintenance management programs, HVAC control systems, and work order software.
- S. Able to work effectively within deadlines, under stress and with changing work priorities. Able to work any shifts and schedules as necessary to provide proper coverage for after hour emergencies and events.
- T. Stay informed of current issues, changing regulations, policies, practices, and new developments in the field through continued education and professional growth. Attend training conferences and participate in other opportunities as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the

duties of this job, the employee works in the field, maintenance facility, and business office settings. The employee is occasionally exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must be able to lift and move items of moderate weight. Bending, twisting, and stooping are also requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

September 2020